

**347—1.64(22,91) Availability of records.**

**1.64(1)** *Open records.* Agency records are open for public inspection and copying unless otherwise provided by rule or law.

**1.64(2)** *Confidential records.* The agency may have discretion to disclose some confidential records which are exempt from disclosure under Iowa Code section 22.7 or other law. Any person may request permission to inspect records withheld from inspection under a statute which authorizes limited or discretionary disclosure as provided in rule 347—1.54(22,91). If the agency initially determines that it will release the records the agency may, where appropriate, notify interested parties and withhold the records from inspection as provided in subrule 1.54(3).

**1.64(3)** *Chart \**. This subrule lists the agency's records in chart form and provides:

- a.* In column one, a description of the nature and content of the record or record system.
- b.* In column two, whether the record or record systems are open for public inspection, confidential, or are partly open and partly confidential.
- c.* Column three, the legal basis for asserting a record or record system is confidential in whole or in part.
- d.* Column four, whether the record or record system can be accessed by a personal identifier.
- e.* Column five, a description of the nature and extent of personal information that can be found in the record or record system, if any.
- f.* Column six, the legal authority, where appropriate, relied upon by the agency for the collection of personally identifiable information.
- g.* Column seven, the method of storage of the record or record system.

\*See charts at the end of this chapter